

DIVISION OF DEVELOPMENTAL DISABILITIES (DDD)
COMPANION HOMES REVIEW AND EVALUATION

SECTION E: FINANCIAL

PROVIDER NAME	DATE
STANDARDS	PROGRAM COMPLIANCE
1. If the contractor is the payee, the contractor protects the client's financial interests, including management of the account if applicable.	
2. When a client's provider receives a check made out to the client, the provider assists the client to deposit the check into the client's account within seven days.	
3. Bank and cash accounts include the following records:	
a. Monthly bank statements and reconciliations;	
b. Checkbook registers and bankbooks showing deposits, withdrawals, a running balance, and interest payments to the client;	
c. A detailed ledger for cash funds; and	
d. Receipts for purchases over \$25.	
4. The department is notified when the client's account reaches \$1700.	
5. The contractor makes the client's account available for a DSHS audit and inspection as requested.	
6. The contractor reimburses the client when responsible for mismanagement of client funds (i.e., overdraft charges and fees).	
EVALUATOR COMMENTS	
CORRECTIVE ACTION PLAN/TIMELINES:	
INITIALS	
Contractor: _____ Evaluator: _____ Resource Manager: _____	